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ABSTRACT

This document is a self-paced training packet developed for a pilot project at the University of Houston-University Park to teach architecture faculty members to do their own online searching. The training begins with general topics such as the kinds of searches that can be done most effectively online; the selection of appropriate databases to search, and the use of documentation. Basic search concepts such as database structure, Boolean operators, and search strategy formulation are also covered. Exercises give the opportunity for hands-on practice searching DIALOG databases and the Avery Index of Architectural Periodicals on RLIN (Research Libraries Information Network). Separate handouts provided include an introduction to the pilot project; a description of the policies and procedures for searching architecture and art reports online; guides to photocopy policies and services and interlibrary loan services; a search strategy worksheet; summaries of searchable indexes, Boolean operators, and online commands; and an evaluation form. (Author/KM)

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ARCHITECTURE RESEARCH ONLINE

A Guide for Faculty

IR051634

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INTRODUCTION

This year, the Library has begun a one-year pilot project to allow faculty in the College of Architecture to do their own online searching of indexes to the journal literature. As a participant in this project you will have the control and convenience of doing your own computerized literature searching on an IBM XT located in the Architecture and Art Library. You will have access to two major online services: DIALOG Information Services and Research Libraries Information Network (RLIN).

WHAT IS ONLINE SEARCHING?

Using printed indexes to identify bibliographic citations is a familiar process to researchers. Citations can also be identified by online searching, i.e., using a computer to search a bibliographic database.

The search process starts with a question that is refined into a search strategy. The online searcher then uses a computer to connect to an online service. An online service provides access to many databases. The databases are often computerized versions of standard printed indexes such as the Avery Index to Architectural Periodicals and ArtBibliographies Modern. Each online service has unique commands that are used to perform the search strategy in a database. The result of the online search is a list of references, or bibliographic citations, that answer the searcher's question.

This packet of training materials has been designed to assist you in learning the concepts and skills necessary to search online systems effectively. It provides:

- A comparison of traditional and online searching
- An introduction to the structure of bibliographic databases
- Techniques to design an effective search strategy
- An introduction to online system commands
- Procedures for using the computer to search
- Sample searches to practice

1. WHY SEARCH ONLINE?

Convenience is undoubtedly a major factor in choosing to search online. Searching indexes through a computer terminal located close to your office is in most cases faster and easier than using the printed equivalents that may be located across campus in the Main Library. However, searching bibliographic databases by computer is not free, and unless you're working with an unlimited research budget, you'll need to learn to determine which search topics can be searched most effectively by computer and which databases are most likely to contain the most usable information.

WHAT KINDS OF SEARCHES CAN BE DONE MOST EFFECTIVELY ONLINE?

A computer search can help solve a number of research problems, including the following:

- A complex topic involving several concepts
- New terminology that has not yet been adopted by the indexes
- Subjects seldom treated that may be listed under a broader subject heading in a printed index.
- Information in articles published too recently to be included in printed indexes.

In order to determine if your topic is appropriate for a computer search, it is important to consider the key concepts within your subject carefully. The number of concepts involved or the distinctiveness of the terms are major factors in deciding whether a computer search is appropriate. For example, the subject of 19th-century wood churches in the American West involves several concepts: church architecture, wooden construction, 19th Century, and Western America. The computer can quickly sort through hundreds of articles on church architecture and pull out only those that mention wood construction in the 19th Century United States.

Using the computer to find articles on church architecture in general would be far less appropriate, since so much has been written on the subject that it would be quite expensive to print all of the citations that could be identified in a computer search and since the single concept of church architecture can be found easily in printed indexes. Single concepts or terms

may be appropriate for computer searching if very little has been written on the subject or if you are looking for a new term that has not yet been picked up in the printed indexes. For example, high-speed elevators is a distinctive single concept that difficult to find in printed indexes, but easy to locate by computer. Since the computer can search every word in an article's title and abstract, as well as the assigned subject terms, it is invaluable as a tool to identify articles using new terminology.

WHICH DATABASES SHOULD YOU SEARCH?

If you have a topic appropriate for a computer search, you next need to determine which of the hundreds of bibliographic databases are most appropriate for your topic. Research in some subject areas can be satisfied by using only one or two databases, while other areas may require searching in many different databases. Unfortunately, not all printed indexes have online equivalents, so researchers in some fields may have to rely completely on printed sources or use a combination of printed and online indexes. Conversely, some databases are available only online, so researchers interested in the information indexed in those databases must rely completely on computer searching.

When deciding on a database to search, it is important to check the descriptive information, or documentation, available in the Architecture and Art Library to determine the characteristics listed below:

- Subject matter and types of publications indexed
- Dates of publications included
- Whether there is a printed equivalent
- Cost to search the database and any extra charges to print citations
- Frequency of updating

(See Chapter 2 for more information on database documentation.)

These are some of the top online sources for information related to the study and practice of architecture.

1. The Avery Index is the only available database devoted entirely to architecture literature. It contains references to articles in journals received in the Avery Library from January 1979 to the current date. Its emphasis is to identify articles in the fields of architectural design and history, not technical aspects of

building and construction engineering.

2. Compendex is the computer version of the Engineering Index that provides access to many articles dealing with the technical aspects of building and construction engineering.

3. ABI Inform and Management Contents are business databases that can provide useful articles on office design or management issues pertinent to the running of architectural firms.

4. Psychological Abstracts is a good source for articles on psychological aspects of building or environmental design.

5. GPO Monthly Catalog can identify U.S. government documents on architecture and related areas.

A complete listing of the more than 200 databases currently available, along with their scope of coverage, is available in the Architecture and Art Library. For additional assistance in choosing a database, feel free to contact Margaret Culbertson or Lynn Sterba at 749-7551.

2. PREPARING TO SEARCH

In order to develop an effective search strategy, you should know:

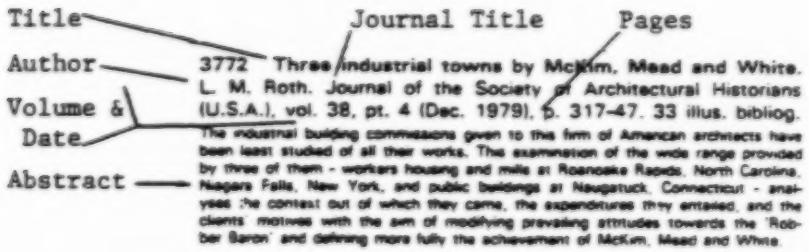
- The general structure of bibliographic databases
- The use of Boolean operators AND, OR, and NOT
- What kind of documentation is available

DATABASE STRUCTURE

An online database is composed of RECORDS, each corresponding to a bibliographic citation to one item (i.e., one journal citation). Each part of the record - author, title, journal name - is known as a FIELD. When formulating his/her search, the searcher instructs the computer to search the author field, title field, journal name field, etc.

The following example shows a citation with fields labeled from both the print and online versions of ArtBibliographies Modern.

ArtBibliographies Modern
Citation from Print Version


Title
Journal Title
Pages
Author
Volume & Date
Abstract
3772 Three industrial towns by McKim, Mead and White. L. M. Roth. Journal of the Society of Architectural Historians (U.S.A.), vol. 38, pt. 4 (Dec. 1979), p. 317-47. 33 illus. bibliog.
The industrial building commissions given to the firm of American architects have been least studied of all their works. This examination of the wide range provided by three of them - workers housing and mills at Roanoke Rapids, North Carolina, Niagara Falls, New York, and public buildings at Naugatuck, Connecticut - analyses the context out of which they came, the expenditures they entailed, and the clients' motives with the aim of modifying prevailing attitudes towards the 'Robber Baron' and defining more fully the achievement of McKim, Mead and White.

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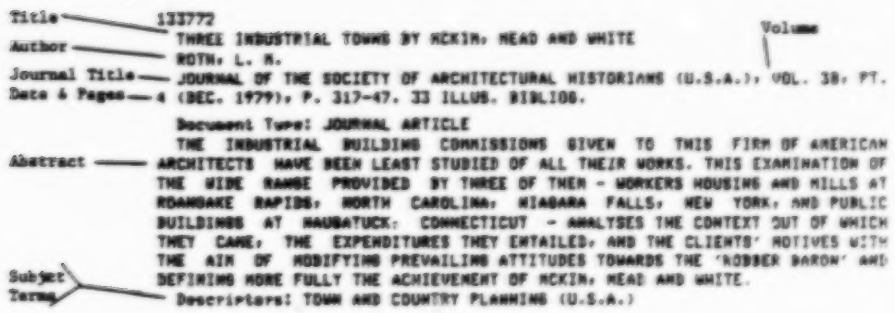
ArtBibliographies Modern
Citation from Online Version


Title
Author
Journal Title
Date & Pages
Volume
Abstract
Subject Terms
133772
THREE INDUSTRIAL TOWNS BY MCKIM, MEAD AND WHITE
ROTH, L. M.
JOURNAL OF THE SOCIETY OF ARCHITECTURAL HISTORIANS (U.S.A.), VOL. 38, PT. 4 (DEC. 1979), P. 317-47. 33 ILLUS. BIBLIOG.
Document Type: JOURNAL ARTICLE
THE INDUSTRIAL BUILDING COMMISSIONS GIVEN TO THIS FIRM OF AMERICAN ARCHITECTS HAVE BEEN LEAST STUDIED OF ALL THEIR WORKS. THIS EXAMINATION OF THE WIDE RANGE PROVIDED BY THREE OF THEM - WORKERS HOUSING AND MILLS AT ROANOAKE RAPIDS, NORTH CAROLINA; NIAGARA FALLS, NEW YORK; AND PUBLIC BUILDINGS AT HAUBATUCK, CONNECTICUT - ANALYSES THE CONTEXT OUT OF WHICH THEY CAME, THE EXPENDITURES THEY ENTAILED, AND THE CLIENTS' MOTIVES WITH THE AIM OF MODIFYING PREVAILING ATTITUDES TOWARDS THE 'ROBBER BARON' AND DEFINING MORE FULLY THE ACHIEVEMENT OF MCKIM, MEAD AND WHITE.
Descriptors: TOWN AND COUNTRY PLANNING (U.S.A.)

SEARCHABLE FIELDS

While the same fields appear in printed indexes, the online record typically has a greater number of searchable fields than its printed equivalent. In the following list of searchable fields in ArtBibliographies Modern, note the additional fields, or access points, searchable online, as compared with the printed version of the same citation:

ArtBibliographies Modern	ArtBibliographies Modern Online
author	author
subject	subject descriptor
	abstract
	title
	journal name
	publication date

BASIC INDEX

The fields that have subject content are collectively known as the Basic Index. Typically the Basic Index will include the title, abstract, and subject descriptor fields. If you do not specify which field is to be searched, all of the Basic Index fields will be searched. The Basic Index fields can also be searched individually by adding a two-letter suffix to the search term (described in Chapter 4).

ADDITIONAL INDEXES

All of the other fields, such as the author, the journal name, the date of publication, etc., are collectively known as the Additional Indexes. The additional indexes can be searched by adding a two-letter prefix to the search term (described in Chapter 4).

In a printed index, you are limited to the access points made available by the publisher, e.g., the subject index, author index, keyword index, etc. Furthermore, in a printed index, you may search only one field at a time, i.e., you must choose whether to search the subject index, author index, etc. In an online database, however, virtually all the fields may be searched, and you may combine searches of several fields into one search. For example, you may search for articles on a topic limited to a specific year, in a particular language, by a particular author.

BOOLEAN OPERATORS

The computer sees your search as a series of terms, linked together by the logical operators AND, OR, or NOT, taken from a system known as Boolean logic. Boolean operators allow you to combine two or more concepts in order to retrieve bibliographic references on a topic.

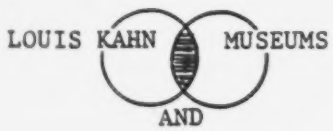
Computer searching parallels to a large degree the process involved in using a printed index. For example, consider manually searching subject indexes for references to articles on Louis Kahn's museum designs. First, the index heading "Kahn, Louis" is located and then the entries listed under the heading are scanned to find those which mention "museums." This process reflects the fact that you are interested in documents that are indexed with both the terms "Louis Kahn" and "museums."

AND

This same search can be accomplished by the use of search terms and Boolean operators. To request the computer to go through the same process, you would type into the online terminal a search statement, sometimes referred to as a search strategy, which combines the terms of interest with the Boolean operator AND.

For Example: Louis Kahn AND museums

This strategy instructs the computer to compare the set of references that are indexed with the term "Louis Kahn" with the set of references that are indexed with the term "museums", and to retrieve only those references that are indexed with both terms. The following Venn Diagram illustrates the resulting set of references (shaded area):



OR

Just as in doing a manual search for a topic in a printed index, alternate terms should also be considered. In computer searching, a reference is retrieved only if there is an exact match between the terms in the search strategy and the terms found in the reference. Therefore, if "galleries" is an alternate term for "museums" in the search, it should be specified in the search strategy. Alternate terms, sometimes called related terms, synonymous terms, or synonyms, are combined in the strategy with the Boolean operator OR.

For Example: museums OR galleries

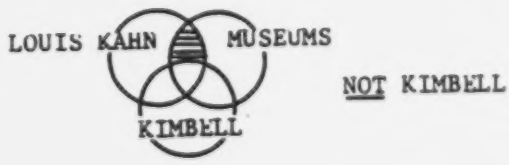
The use of the OR operator instructs the computer to retrieve references that are indexed with either term, as represented by the Venn Diagram below.

NOT

A third Boolean operator can be helpful in computer searching. The NOT operator is used to exclude references indexed with a specific term. For example, if you were interested in Louis Kahn museums other than the Kimbell, the following strategy might be used:

(Louis Kahn AND museums) NOT Kimbell

The Venn Diagram for this profile is shown below:



A search strategy utilizing the AND, OR and NOT operators may involve combinations of terms from any searchable field of the bibliographic record, including the following:

DESCRIPTORS -- subject terms used by the particular database you are searching. (When searching for descriptors, you must label your term as a descriptor for the computer. For example, in DIALOG you add /de after the term.)

KEYWORDS -- important words or phrases, including new terminology or "buzz words" in your area of research. Keywords should be used when you are unable to locate an appropriate descriptor for your topic.

For example, in Artbibliographies Modern, it is possible to search for articles published in a particular journal. If you were only interested in articles on Louis Kahn's museums published in Architectural Review, you could use the search strategy illustrated in the following Venn diagram:

Your searching will be much more effective if you use subject descriptors when they are available. Since the descriptors are assigned by a person who has examined the article, descriptors indicate fairly accurately what the article is actually about. When you search for keywords, the computer simply looks for your term in any title or abstract in the database. Keyword searching can lead to lots of irrelevant citations, if your keywords are not distinctive terms. For example, if you searched a computer database for the keywords "computer" and "architecture," you would find many articles on the internal structure of computers, referred to as "computer architecture" in the titles and abstracts.

Procedures for searching by descriptors or keywords may vary from one database to another. Therefore, it is important to consult the printed documentation provided by the database vendor or producer before you begin to construct your search strategy.

DOCUMENTATION

In addition to knowing general knowledge about the use of Boolean operators, you will need to know specific information about database structure and the databases that you will be searching.

Documentation is information that tells you what is in a database and how to manipulate the contents of the database to get the results you want. You will find documentation available both in printed form and as part of the ProSearch software. Documentation can come from the online service (DIALOG, RLIN) or from the database producer. Documentation is available in the Architecture and Art Library.

DATABASE PRODUCER DOCUMENTATION

The primary type of documentation supplied by the database producer is the thesaurus. A good thesaurus will tell you the subject terms, or descriptors, to use when searching by subject and when descriptors were adopted. It will give you a list of related descriptors. A thesaurus can be one of the most valuable tools available for preparing a search strategy.

A database that has a thesaurus is said to have a "controlled vocabulary." That means that the indexers work only with the desriptors in the thesaurus when assigning subjects to the descriptor field. When using a thesaurus, you often have a large number of potential descriptors from which to choose. What you choose will depend upon a number of factors, such as whether you want everything on a subject, or only a few, highly relevant articles. The thesaurus vocabulary may change over the years, requiring you to consider the time period to be covered when choosing terms.

Some producers also send regular newsletters that offer helpful searching hints. Producers may also supply search aids, which may range from pamphlets to loose-leaf notebooks, which provide such information as the list of journals indexed and techniques for efficient searching.

ONLINE SERVICE DOCUMENTATION

Online service documentation usually consists of information about the system (features common to all databases) as well as information about the specific features of each database available. The system information is available only in paper, but much of the database-specific information on DIALOG files is available on ProSearch by pressing the Data Sheet key (F7). (See Chapter 5 for more information on the ProSearch software).

The documentation for specific databases will list the types of subjects covered, the types of materials included (journal articles, reports, etc.,) and the source of the content of the file (who produces it). The documentation will also give a sample record and a list of the fields in the record, including the two-letter code to be used for searching specific fields.

3. WRITING THE SEARCH STRATEGY

A search strategy is a logical statement that tells the computer which searching operations you wish to be performed. It employs your knowledge of system commands along with Boolean connectors and search terms to precisely define the course of action.

Use a worksheet (sample on page 15 of this section) to prepare your search strategy. The worksheet will include places to list your concepts, along with synonyms and other words you plan to use. It will prompt you to think of limiting the search by date, by language, etc., depending upon what the documentation for your database says is possible. You will want to write your ideas on the worksheet.

Writing a search strategy involves the following steps:

1. Write down what you want to know as specifically as possible. This is your search statement.

   Is there any literature on the use of IBM PC's for architectural computer-aided design?

2. Using the available documentation, decide which database(s) might have the answer you are looking for.

   Microcomputer Index

3. Identify the important concepts in your search statement.

CONCEPT 1	CONCEPT 2	CONCEPT 3
computer-aided design	architecture	IBM PC's

4. For each concept identified in step 3, list other words or phrases that could be used to express the same idea or an equally useful idea.

CONCEPT 1	CONCEPT 2	CONCEPT 3
computer-aided design	architecture	IBM PC
CAD	buildings	IBM Personal Computer
		IBM PC Compatible
		IBM XT

   The need for care when choosing the terminology that best describes your topic cannot be overemphasized. You should consult appropriate thesauri and searching

guides in your subject area. They will provide not only synonyms but oftentimes will be useful in helping you better define your search by suggesting alternate terminology and searching codes specific to the database you will be searching. A few of the more useful ones are listed below:

Thesaurus	Database
Microtips	Microcomputer Index
Subject Headings for Engineering	Compendex
RILA Subject Headings	RILA

5. Decide if the words can be searched in the Basic Index or need to be limited to a specific field.

   When you search a database, you may specify which fields of the record are to be searched for each term. You may also simply enter a term and not specify the fields to be searched. When you fail to specify the fields to be searched, the system will, by default, search the Basic Index. Fields that are included in the Basic Index, as well as those included in the Additional Indexes, are clearly labeled in examples given in the documentation for each database. Whether you choose to limit your term(s) to a field will depend upon how frequently the term might appear in the database you have chosen to search. The more common the term, the more likely you are to want to restrict your search to the descriptor and/or title field(s).

6. Consider non-subject parameters that you may want to include, such as limiting the search by date or by language. Consult the documentation to see what is possible.

   I want only articles from 1980 through 1985.

   PY=1980:1985 <DIALOG>

7. Decide on the Boolean connectors to be used in linking the terms you have chosen.

   You now have four concepts: the original three and the date. The synonyms listed for each of the original concepts should be connected with OR; the concepts will be connected with AND.

8. Plan how you will alter the strategy if that becomes necessary when online. Your search may retrieve too much or too little information, or not retrieve what you had in mind. In such cases you should be ready to add or delete words or concepts as needed.

   EXAMPLE: If you retrieve too much, you may want to leave out the IBM PC compatible and XT and get only those articles that mention the IBM PC.

   EXAMPLE: If you retrieve too little, you may want to leave out all of the specific computer terms and look for the use of any microcomputer in architectural computer-aided design.

Not all search strategies are equally complex or difficult. You may, in working through the steps outlined above, quickly skip some as inappropriate. Your strategy may be as simple as one word or phrase, such as:

- A single word or phrase from the Basic Index.
- A single word or phrase from a specific field.
- A single author's name.

When doing simple searches, however, it is important to choose a term or phrase that will uniquely identify what you are seeking. If one word or phrase is not adequate to indicate what you want, it is time to consider including additional concepts.

The initial search strategy developed in this chapter is illustrated on the sample worksheet on the following page. Before this search can be executed, it must be translated into commands recognized by the online service.

SEARCH STRATEGY WORKSHEET

Search Statement USE OF IBM PC's FOR ARCHITECTURAL AIDED DESIGN

Relevant Databases MICROCOMPUTER INDEX

Key Concepts

SYNONYMS			
COMPUTER AIDED DESIGN CAD	ARCHITECTURE BUILDINGS	IBM PC IBM PERSONAL COMPUTER IBM XT IBM PC COMPATIBLE	

Publications Dates? 1980: 1985

Languages?

Publications Types?

Number citations expected? 5-10

Format of citations?

Online or Offline?

4. DIALOG SYSTEM COMMANDS

Each service has a unique set of commands. This chapter will introduce you to DIALOG online system commands. At the end of the chapter, you will find a complete search strategy worksheet showing system dependent information.

Chapter 5 will take you step-by-step through the actual search on DIALOG. Avery system commands are covered in Chapter 6. Once you have experience on DIALOG, it will be easy to learn a second system.

SELECTING A DATABASE

Each database on the DIALOG system is searched through a series of commands that you enter at the terminal. In response to the system prompt "?", you enter a command phrase telling the computer what to do, and then press the RETURN key to send the command to DIALOG. The system responds accordingly, following the response with another prompt "?".

Your first step is to select the database you want to search. This is done by entering BEGIN or B (for short), along with the file number of your database as found in the documentation. For example, you would select Microcomputer Index (file number 233) by entering:

```
BEGIN 233

   OR

B 233
```

BEGIN may be used at anytime to change databases; however, it also erases all previously created sets.

ENTERING YOUR SEARCH STRATEGY

Records are retrieved by entering the SELECT STEPS command or SS (for short), followed by terms in your search strategy (descriptors, keywords, etc.). Search terms, in general, are SELECTed individually rather than in multiword phrases, and are related to one another through the OR, AND, or NOT Boolean operators. Multiword phrases may be SELECTed by inserting a (W) between all words in the phrase. The (W) connector tells the

computer that you are looking for TERM A immediately followed by TERM B. For example:

SS ARCHITECTURE (single word example)

SS COMPUTER(W)AIDED(W)DESIGN (multiword example)

Other multiword connectors are:

(F) This requires that each term appear anywhere in the same field, e.g., ARCHITECTS(F)COMPUTERS.

(N) The NEAR connector functions like the (W) connector except that they can be in any word order, e.g., PHILIP(N)JOHNSON would retrieve both PHILIP JOHNSON and JOHNSON, PHILIP.

When using the (W) or (N) connectors it is possible to specify the number of intervening words you would be willing to accept in the phrase. This is done by placing an appropriate number to the left of the CONNECTOR.

For example:

PHILIP(1W)JOHNSON would retrieve both PHILIP JOHNSON and PHILIP CORTELYOU JOHNSON

CHURCH(2N)ARCHITECTURE would retrieve the term CHURCH either next to or within one or two words of the term ARCHITECTURE, in any order.

SEARCHING FIELDS OF THE RECORD

Unless you specify otherwise, items will be retrieved when the terms you SELECT appear anywhere in the Basic Index of the record. The typical Basic Index fields in the bibliographic record are title, abstract, and subject descriptor. For these Basic Index fields, an abbrieviated code (e.g., TI for Title) may be used in the SELECT statement to restrict retrieval to only that part of the record. The code follows the term, with a slash in between, as though it were a suffix:

SS ARCHITECTS/TI	(searches only the title field)
SS ARCHITECTS/TI,AB	(searches both titles and abstracts)
SS ARCHITECTS(F)COMPUTERS/TI	(searches for the terms ARCHITECTS and COMPUTERS anywhere in the title)
SS COMPUTER-AIDED DESIGN/DE	(searches for the phrase in the descriptor field)

Notice that multiword connectors such as (W) are not necessary when searching a phrase in the descriptor field. The computer

treats a multiword descriptor as if it were a single search term.

Other fields are known as Additional Indexes and require the use of a prefix before search terms; thus their field restriction is automatic. Some typical Additional Index fields are author, journal name, and publication year. Some common examples of additional prefix fields are noted below.

FIELD	PREFIX	EXAMPLE
AUTHOR	AU=	AU=BROWN, JOHN
PUBLICATION YEAR	PY=	PY=1983
LANGUAGE	LA=	LA=FRENCH

When dealing with suffix or prefix codes, you should consult available documentation to find the correct entry format e.g., the data sheet display screens.

COMBINING TERMS WITH SET NUMBERS

Once you have entered your search terms or phrases, DIALOG responds with the posting (number of bibliographic record matches), along with an assigned SET NUMBER.

Every time one or more search terms are SELECTED, they are put into numbered sets for you to use. Once a set number is formed, it may be used as if it were a search term itself. When using set numbers in a SELECT statement be sure to place an S in front of its number, as shown below:

(What the searcher has actually entered at the terminal is indicated by UNDERLINING:)

```
     SET     ITEMS          DESCRIPTION

?  SS COMPUTER(W)AIDED(W)DESIGN

     s1      15348          COMPUTER
     s2        179          AIDED
     s3       1343          DESIGN
     s4        126          COMPUTER(W)AIDED(W)DESIGN

?  SS ARCHITECTURE OR BUILDING

     s5        123          ARCHITECTURE
     s6        257          BUILDING
     s7        374          ARCHITECTURE OR BUILDING
```

```
?   SS s4 and s7

            126          s4
            374          s7
     s8       4          s4 and s7
```

Set numbers can also be selected and combined with any other search term to further refine your search as illustrated below:

```
?  SS S8 and JN=COMPUTER GRAPHICS WORLD

            4          s8
     s13    9          JN=COMPUTER GRAPHICS WORLD
     s14    1          s8 and JN=COMPUTER GRAPHICS WORLD
```

TRUNCATION OF TERMS

Truncation tells the computer to permit variation in word length or spelling. A question mark is used to truncate the root of the term.

To permit any number of letters after the root, use a single question mark:

```
? SS ARCHITECTUR?
? SS COMPUTER?
? SS PY=198?
```

To permit a specified number of characters after the root, use the question mark in succession:

```
? SS CAT? ?       zero or one charactor permitted
                  (The space is essential here to show
                  only one additional character
                  following stem -- i.e.,
                  CAT or CATS retrieved here.)

? SS CHERR???        number of ? entered indicates maximum
                     number of additional characters
                     following stem (CHERRY or
                     CHERRIES retrieved here.)
```

To permit any single character inside a term to vary, replace it with a question mark:

```
? SS wom?n        (WOMEN or WOMAN retrieved here.)
```

AUTHOR SEARCHING

When doing an author search it is a good idea to EXPAND the name online during your search session. The EXPAND command lets you easily identify the exact way your author's name is listed in the file that you are searching (for example, whether initials are used instead of complete spelling of first names).

To do an expand, type EXPAND AU= plus the stem of the author's name you wish to expand (e.g., EXPAND AU=LOKHANDW). You don't need to use the truncation symbol because truncation is implied whenever you use the EXPAND command.

If the name is a common one, you should narrow it down by including one or more initials (e.g., EXPAND Smith, N.). Consult the data sheets to see if commas are used after the last name.

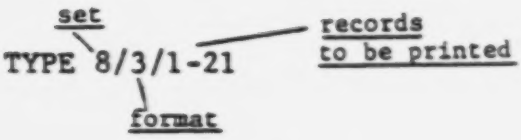
Once you have EXPANDED and looked at the list to determine the author you want, merely SELECT the E number as you would any set number. For example, if you are looking for articles by Nila Banton Smith:

```
? EXPAND AU=SMITH, N

Ref       Items          Index-term

E1            1          AU=SMITH, MILA BANTON
E2            1          AU=SMITH, N. H. P.
E3                      *AU=SMITH, N
E4            1          AU=SMITH, NICK L.
E5           20          AU=SMITH, NILA BANTON
E6           18          AU=SMITH, O. DALE
E7           12          AU=SMITH, PATRICIA

? SS E5
```

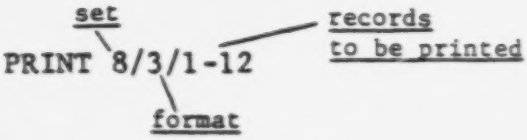
PRINTING YOUR RESULTS

Once you have refined your search and you know which set you want to retrieve, you have options of either viewing them at the terminal or having them printed in DIALOG's office offline to be sent via the mail. Both ways require that you specify a set number, a format, and a group of records to be printed or viewed:

TO DISPLAY ONLINE:



TO PRINT OFFLINE:



When you enter a PRINT or TYPE command, the first number specifies the set from which records are to be printed; the second number specifies the format; the third number specifies how many records are to be printed (see example above). You will automatically see the record(s) most recently entered into the database.

****NOTE ON FORMAT****

A database may offer up to nine different formats for you to choose. The formats allowed in each bibliographic database are listed in the appropriate DIALOG documentation. The more common ones are listed below:

FORMAT	CONTENT
2	Complete record except abstract
3	Bibliographic Citation
5	Complete Record
6	Accession number + title
7	Bibliographic citation + abstract
8	Accession #, title, + indexing

LOGGING OFF DIALOG

To disconnect from DIALOG type LOGOFF HOLD. By including the word HOLD, DIALOG saves your search strategy for 10 minutes. If you log back on during that time period, DIALOG automatically places you where you left off. This is very handy when you need to logoff to check some terminology or refine your search

strategy. You can quickly get back to where you were without losing any of your previously created search.

SEARCH STRATEGY WORKSHEET

Search Statement USE OF IBM PC's FOR ARCHITECTURAL AIDED DESIGN

Relevant Databases MICROCOMPUTER INDEX

Key Concepts

SYNONYMS				
	COMPUTER AIDED DESIGN /de CAD	ARCHITECTURE /de BUILDING /de	IBM PC /de IBM Personal Computer /de IBM XT /de IBM PC Compatible /de	

Publications Dates? PY = 1980 : 1985

Languages?

Publications Types?

Number citations expected? 5-10

Format of citations? 7

Online or Offline?

5. EXECUTING THE SEARCH

In previous sections you learned how to prepare for an online search, how to construct a basic search strategy, and how to translate your search strategy into commands recognized by the online system. In this section, you will learn how to access the online system and actually perform the search. You should be sitting at the computer for some hands-on practice.

The communications software that you will be using to access the online systems is called ProSearch. ProSearch will allow you to choose an online system and construct an initial search strategy. ProSearch will dial the phone and perform the logon procedures for the system you have selected. You can then review the results of your initial search strategy and modify the search if necessary.

SAMPLE SEARCH

1. TURN ON THE COMPUTER

a. First turn on the computer and the monitor. Flip up the orange switch on the right side of the computer. Turn the top knob on the monitor to the right.

b. Type today's date (month-day-year) and press ENTER (↵). Type the current time (hours:minutes) and press ENTER. Time is entered on a 24-hour clock. For example, 3:00 p.m. is 15:00.

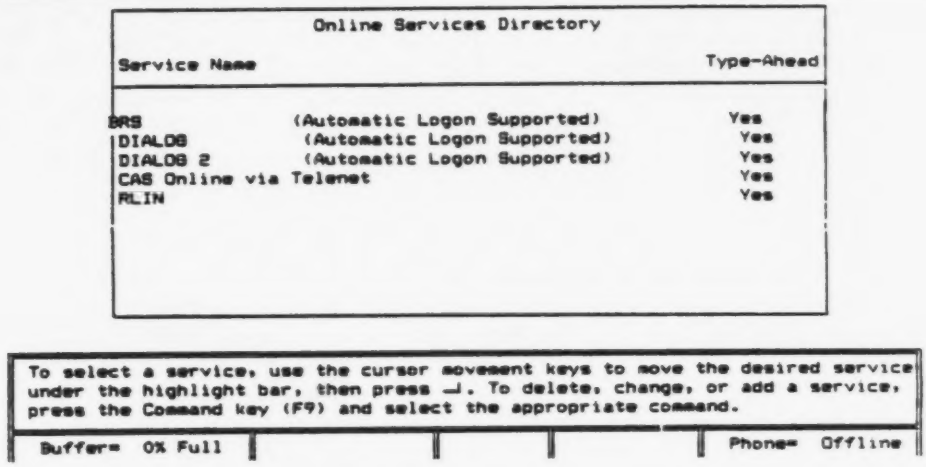
c. When you see the "C:\prosrch>" prompt, type "bro n" and press ENTER. (If the prompt is something else, first enter "cd\prosrch" to get the "c:\prosrch>" prompt.)

d. This ProSearch title screen will appear briefly:

ProSearch™
MENLO CORPORATION
Copyright(c) Menlo Corporation 1984, 1985
4633 Old Ironsides, Suite 400, Santa Clara, California 95054
Press N for Native Mode
Press H for High Level
Version 1.01

2. CHOOSE AN ONLINE SERVICE

a. The Online Services Directory will appear after the ProSearch title screen:

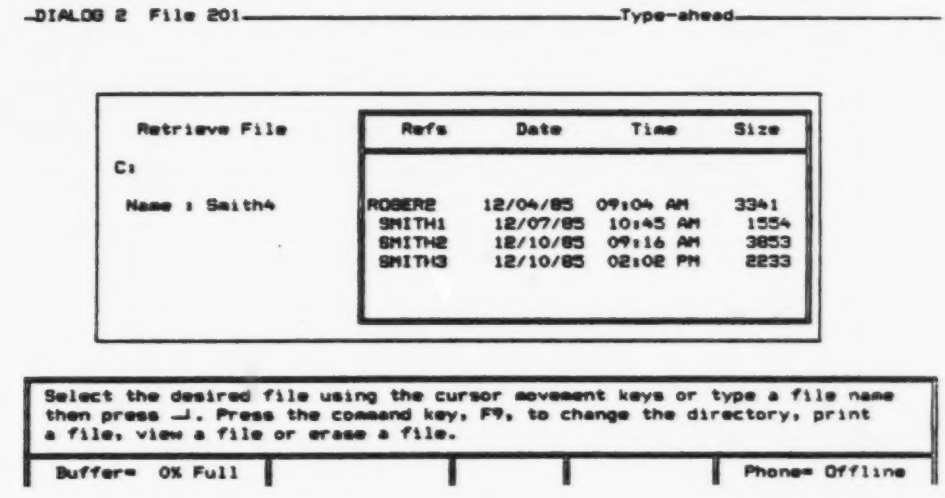

Online Services Directory
Service Name
Type-Ahead
BRS (Automatic Logon Supported) Yes
DIALOG (Automatic Logon Supported) Yes
DIALOG 2 (Automatic Logon Supported) Yes
CAS Online via Telenet Yes
RLIN Yes
To select a service, use the cursor movement keys to move the desired service under the highlight bar, then press ↵. To delete, change, or add a service, press the Command key (F9) and select the appropriate command.
Buffer= 0% Full
Phone= Offline

b. Scroll through the list of online services by pressing the arrow keys (↑ , ↓). Press ENTER when DIALOG 2 is highlighted. Next you will see a blue screen with a black line near the bottom.

3. SAVE YOUR SEARCH IN A DISK FILE

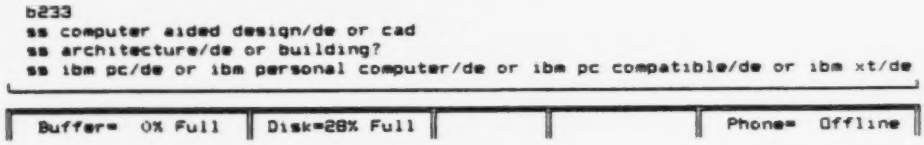
a. Press the Disk Key (F7) on the left side of the keyboard to begin saving your search on a disk file. You will see a list of files on the screen. You can scroll through the list by using the arrow keys (↑ , ↓).

b. For the file name, type the first six letters of your last name plus a number and press ENTER. For instance, if Smith already has three searches in the list (SMITH1, SMITH 2, and SMITH3), he would type SMITH4. After pressing ENTER, you will see the blue screen with the black line near the bottom.


DIALOG 2 File 201
Type-ahead
Retrieve File
C:
Name : Smith4
Refs Date Time Size
ROGER2 12/04/85 09:04 AM 3341
SMITH1 12/07/85 10:45 AM 1554
SMITH2 12/10/85 09:16 AM 3853
SMITH3 12/10/85 02:02 PM 2233
Select the desired file using the cursor movement keys or type a file name then press ↵. Press the command key, F9, to change the directory, print a file, view a file or erase a file.
Buffer= 0% Full
Phone= Offline

4. ENTER THE INITIAL SEARCH STRATEGY

a. Type the initial search strategy for the "architectural computer-aided design" search that was developed in Chapter 3. The following example shows how the search strategy is translated into DIALOG system commands.


b233
ss computer aided design/de or cad
ss architecture/de or building?
ss ibm pc/de or ibm personal computer/de or ibm pc compatible/de or ibm xt/de
Buffer= 0% Full
Disk=28% Full
Phone= Offline

Notice that the first command is "b 233" to choose File 233, Microcomputer Index.

b. The strategy can be revised or edited. Use the cursor control keys to move the cursor to the line you want to edit. Make the change and press ENTER. The following editing keys can be used to make changes at the cursor position. Some of the editing commands require that you hold down the CTRL key (next to "A") while pressing the letter key.

DEL - Delete character at the cursor.

Bksp - (above Enter key) Delete character to the left of the cursor.

Ctrl-T - Delete word to the right of the cursor.

CTRL-N - Insert a carriage return at cursor. (Use to insert a blank line.)

Ins - (lower right of keyboard) Enter insert mode to insert new characters within a line without typing over old characters. Press "Ins" again to leave insert mode.

5. CONNECT TO DIALOG

a. Press the Phone key (F5) to log on (connect) to the DIALOG system. ProSearch will dial the phone and perform the logon procedure. You will be prompted for a password if it has not been preprogrammed.

NOTE: THE COST METER IS NOW RUNNING AND WILL BE UNTIL YOU LOGOFF.

b. Your initial search strategy will be automatically executed.

```
File 233:MICROCOMPUTER INDEX - 81-86/JAN
(Copr: 1985 Database Services Inc.)

      Set  Items  Description
      ---  -----  -----------
? ss computer aided design/de or cad

      S1     136  COMPUTER AIDED DESIGN/DE
      S2      73  CAD
      S3     147  COMPUTER AIDED DESIGN/DE OR CAD
? ss architecture/de or building?

      S4      47  ARCHITECTURE/DE
      S5     285  BUILDING?
      S6     327  ARCHITECTURE/DE OR BUILDING?
? ss ibm pc/de or ibm personal computer/de or ibm pc compatible/de or ibm xt/de

      S7       2  IBM PC/DE
      S8    4355  IBM PERSONAL COMPUTER/DE
      S9     990  IBM PC COMPATIBLE/DE
     S10       0  IBM XT/DE
     S11    4857  IBM PC/DE OR IBM PERSONAL COMPUTER/DE OR IBM PC
```

6. COMPLETE THE SEARCH STRATEGY

NOTE: Commands should be entered following the system prompt "?".

a. Enter system commands to search additional terms if necessary and to combine sets. When you have created a set containing the desired citations, use the system commands to either display the citations online or to have the citations printed offline and mailed.

```
? ss s3 and s6 and s11

            139  S3
            306  S6
           4683  S11
     S12      2  S3 AND S6 AND S11
? t 12/7/1-2


 12/7/1
101874   85C802-006
   One-stop space planning
   Anon
   Computer Graphics World, Feb 1985, v8 n2 p84-85, 2 Pages ISSN: 0271-4159
   Discusses the use of a PC-based CAD system by Warehouse Interior
Improvement Construction, Inc. (WIICI), an interior design firm. Says they
use CADPLAN from Personal CAD Systems Inc. Mentions that it is for use with
IBM PCs or compatibles. Includes three photos.

 12/7/2
080290   8403133
   CAD system for architects runs on micros, costs $1200
   Shea, Tom
   InfoWorld, Jan 23 1984, v6 n4 p34, 1 page   ISSN: 0199-6649
   Describes CADPLAN, a program that creates two dimensional drawings for
the IBM Personal Computer or the Eagle line of personal computers. Says it
will automate the repetition of drawing and labeling symbols on blueprints
and scale drawings.
```

7. DISCONNECT FROM DIALOG

a. When your search is complete, enter the DIALOG command for logging off, which is LOGOFF HOLD. The HOLD allows you to log back on within 10 minutes and continue the same search. After 10 minutes, your search strategy and the sets created will no longer be in the DIALOG system.

```
? logoff hold

      20jan86 11:40:35 User092187
   $0.63    0.014 Hrs File233
         $0.30  2 Types in Format  7
   $0.30  2 Types
   $0.14  Telenet
   $1.07  Estimated cost this file
   $1.28  Estimated total session cost   0.021 Hrs.
Logoff: level 7.10.9  11:40:35
```

The logoff message will include a logoff time and a cost estimate for the search session. This information will be used to fill out the logbook.

8. PRINT THE SEARCH

a. After the search session, which may include logging on and off several times, press the Disk key (F7). This will close the file you have created.

b. To print the file, first turn the printer on. The power switch is on the right, toward the back. The green ready light should be on. If not, press the "online" button.

c. Press the Disk key (F7). Use the arrow keys to highlight the file that you wish to print and press the Command key (F9).

d. Select the print command by pressing the letter "P". Your search session, including the search strategy, the citations you displayed, and the logoff messages will be printed.

e. When printing is complete, press the Command key (F9) and then press "E" to exit the ProSearch program.

GENERAL FEATURES OF PROSEARCH

As you can see from this practice search, the ProSearch program is easy to use. Following is a summary of the general features that you should understand as you use ProSearch.

FREQUENTLY USED KEYS

Keys that are used frequently in Prosearch include:

ENTER (↵) - Pressed to enter a command.

ESCAPE (ESC) - Used to cancel a command or to back up one program step.

CURSOR MOVEMENT KEYS:

ARROW KEYS - Move the cursor or highlight bar one position.

HOME - Move to the beginning of a list.

END - Move to the end of a list.

PgUp - Move up several items in a list.

PgDn - Move down several items in a list.

FUNCTION KEYS

ProSearch also makes use of the function keys on the left side of the keyboard.

HELP (F1) - Press this key at any time to display information about the screen you are on or the command you have selected.

BREAK (F2) - Sends a break to an online system. Used to stop the system from processing a command or to stop displaying a list of citations.

PHONE (F5) - Used to connect or disconnect from an online system.

DATA SHEET (F6) - Used to display information about a database such as fields available for searching. You will be prompted for a Dialog file number.
(Data not available for Avery.)

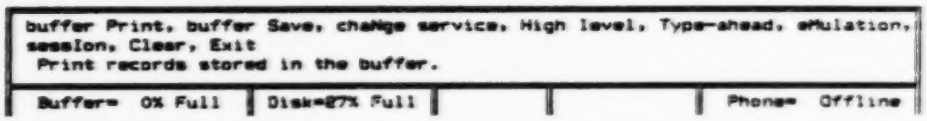
DISK (F7) - Used to begin or stop saving a search in a disk file.

PRINTER (F8) - Used to begin or stop printing the search as it is run.

COMMAND (F9) - Press at any time to enter the command mode and to display menu of available commands.

COMMAND WINDOW

When the Command key (F9) is pressed, a list of available commands will be displayed near the bottom of the screen. A command can be selected by pressing the letter that is capitalized in the desired command.


buffer Print, buffer Save, change service, High level, Type-ahead, emulation, session, Clear, Exit
Print records stored in the buffer.
Buffer= 0% Full
Disk=27% Full
Phone= Offline

STATUS LINE

The status line at the bottom of the screen shows the condition of various program features, such as whether the search is being simultaneously printed, whether the search is being saved in a disk file, and the status of the phone connection.

****IMPORTANT STATUS NOTES****

When the "Disk = x% Full" message is displayed, your search is being safely saved in a file.

When the "Phone = Online" message is displayed, you are connected to an online system and being charged connect costs.

6. SEARCHING AVERY ONLINE

COMMANDS

The two main commands available in Avery are FINd and DISplay. (Either the full command or the first three letters may be entered.) The FINd command must be the first word in any search strategy. The DISplay command is used to request that the search results be displayed on the screen.

INDEXES

With the FIND command, you may search the following indexes on Avery:

NAME	DESCRIPTION
PN	personal name
PE	personal name exact
CP	corporate name phrase
CW	corporate name word
TP	title phrase
TW	title word
JP	journal title phrase
SP	subject phrase
SW	subject word

Notice that in the corporate name, title, and subject indexes you have the choice of searching by word or phrase. If you search by phrase, you must enter the phrase in correct word order from the beginning of the corporate name, title, or subject phrase. It is important to truncate your phrase with the "#" character if you are not sure of the complete phrase. Searching by word allows you to look for occurrences of up to three words anywhere and in any order within a corporate name, title, or subject phrase.

SEARCH STRATEGY

The simplest form of search strategy in Avery requests that only one term in one index be searched.

Example: FIN SW LEDOUX

The example above would produce a search result consisting of all records that have the word Ledoux in their subject fields.

You may also search more than one index or word by using the Boolean connectors AND, OR, or NOT.

Example: FIN SW LEDOUX AND JP HARVARD ARCHITECTURE REVIEW

This would produce a search result of all records that have the word Ledoux in their subject fields that also were published in the Harvard Architecture Review.

Since you cannot create and combine sets or nest commands in parentheses as you do in DIALOG, the only way to perform a relatively complex search is through additional qualifying statements. For example, if you wanted to find as many records as possible on churches of wood or frame construction, you would first need to search for all of the possible title or subject words that might be used for the concept of wood construction. (Truncate the word wood with the "#" character to catch instances of both wood and wooden.)

FIN TW WOOD# OR TW FRAME OR SW WOOD#

The results of this search can then be modified by a second command beginning with the AND connector. (Truncate church to catch both the singular and plural forms of the word.)

AND SW CHURCH#

RECORD FORMATS

After identifying the number of records on your subject through your search strategy, you can request that the records be displayed in one of two formats.

1. MUL - This is a multiple record display that provides article title, journal title, month and year for up to seven records at a time.

1) VICTORIAN BUNGALOW, CHICAGO. "Chicago architectural journal" 1985.
[NYCA86-V4406] AB C43

2) THE AMERICAN BUNGALOW: "Landmarks observer" 1985 July-Aug.
[NYCA86-V3987] AB L229

3) LOWLY BUNGALOW NO LONGER LOWLY. "Albany preservation report" 1985 Autumn.
[NYCA86-V3399] AA735 A11 A147

4) OF LIGHT AND NATURE.. A VINTAGE '40S BUNGALOW.. "Interior design" 1985 Aug.
[NYCA85-V12816] AB In83

If you are reviewing a large set of records in the MUL

format, you must enter the "+" character to move from screen to screen. If your strategy locates fewer than seven records, they will be automatically displayed in the Mul format.

2. LON - This is a card-like display that provides the full bibliographic citation and the assigned subject headings for the record.

```
Of light and nature... a vintage '40s bungalow....

  Architect: James F. Armstrong. Interior designer: Holmes Newman.
  "Interior design"  1985 Aug., v.56, no.8, p.[182-187], photos., plan.  ISSN
0020-5508

  1. Bungalows--Alteration and additions--United States--Coconut Grove
(Florida)  2. Newman, Holmes  3. Armstrong, James F.

  CALL: AB In83
  ID: NYCA85-V12816  UD: 10-04-85   CP: mau   L: eng
:+B? logoff
```

If your search strategy identifies a single record, it will automatically be displayed in the LON format.

LOGGING ON TO AVERY

Logging on to search Avery takes a few more steps than logging on to DIALOG.

1. Turn on the computer following step 1 on page 24.

2. After reaching the "Online Services Directory" screen, highlight RLIN with the arrow key and press ENTER. You will then see a blank blue screen.

3. Press the Disk key (F7) to begin downloading your search to a disk file. Enter your file name as described in step 3, p.25.

4. You cannot enter your search strategy for Avery when you are offline, so at this point, press the Phone key (F5). ProSearch will automatically start the logon procedure.

5. When you are asked to "enter class", type "05" and press ENTER.

6. You will next be asked to give the account. Enter "y6.c60" and press ENTER.

7. You will then be asked for the password. Enter the password and press ENTER.

8. When the word "Command" appears on the screen, enter the words "cal rlin (ave)" and press ENTER.

9. News and announcements about the system will then scroll onto the screen. Finally you will be given the prompt ":+?" and you can begin to enter your search strategy.

10. To leave the system, type LOGOFF and press ENTER.

11. Use the elapsed time given at the end of the search when filling out the logbook.

7. PRACTICE SEARCHES

The topics below are provided to give you a chance to practice searching online. These topics illustrate some of the common types of online searches.

This appendix includes completed search strategy worksheets and annotated printouts of actual searches for each of the topics.

1. TOPIC: Use the GPO Monthly Catalog to see if the government has published any documents on the preservation of metals in historic buildings.

2. TOPIC: Find articles on architecture in Galveston using two databases - America: History & Life, and ArtBibliographies Modern. Print the first five citations from each file and compare the types of articles that you find.

3. TOPIC: Paul Venable Turner published an article on Frank Lloyd Wright and Le Corbusier in the Journal of the Society of Architectural Historians. Use Avery Online to find the date, page numbers, and title of the article.

4. TOPIC: Use Avery Online to find articles on the De Menil Museum by Renzo Piano.

5. TOPIC: Use Avery Online to find articles written on architecture in Galveston. (Hint: Don't use the subject word "architecture," since the entire database deals with architecture.) Compare the citations with those you found in Sample Search #2.

PRACTICE SEARCH #1

TOPIC: Use the GPO Monthly Catalog to see if the government has published any documents on the preservation of metals in historic buildings.

SEARCH STRATEGY WORKSHEET

Search Statement: FIND GOVERNMENT DOCUMENTS ON THE PRESERVATION OF METALS IN HISTORIC BUILDINGS

Relevant Database: GPO MONTHLY CATALOG, FILE 66

Key Concepts

SYNONYMS			
PRESERVATION	METAL ?	HISTORIC BUILDING ?	

Publication Dates?

Languages?

Publication Types?

Number citations expected? 0-5

Format of citations? FORMAT 7

Online or Offline?

PRACTICE SEARCH #1

① BEGIN in File 66, the GPO Monthly Catalog.

② SELECT two of the major concepts and combine them with AND.

③ SELECT the terms for the third concept using OR and combine them with the first two concepts using AND.

④ TYPE the one record in Set 6 using Format 7, bibliographic citation and abstract.

⑤ LOGOFF HOLD to end the search.

```
① ? b66

      28mar86 16:56:23 User098187
   90.08     0.001 Hrs File67
   90.09  Estimated total session cost   0.001 Hrs.

File  66:GPO MONTHLY CATALOG - JUL 1976 TO APR 1986

      Set  Items  Description
      ---  -----  -----------
② ? ss preservation and metal?

      S1     438  PRESERVATION
      S2    1715  METAL?
      S3       2  PRESERVATION AND METAL?
③ ? ss s3 and (historic or building?)

                2  S3
      S4      390  HISTORIC
      S5     2802  BUILDING?
      S6        1  S3 AND (HISTORIC OR BUILDING?)
④ ? t s6/7/1

 6/7/1
01211103          I 70.2:M 56
  Metals in America's historic buildings : uses and preservation treatments
  Boyle, Margot.; Look, David W.; Waite, John G.
  Corporate Source: United States. Heritage Conservation and Recreation
Service. Technical Preservation Services Division.
  (Washington, D.C.?) : U.S. Dept. of the Interior, Heritage Conservation
and Recreation Service, Technical Preservation Services ; For sale by the
Supt. of Docs., U.S. G.P.O., 1980.  v, 170 p. : 180 ill. ; 28 cm.
  Publication Date(s): 1980
  LCCN: gp 81008667
  LC Call No.: NA3840.M47  Dewey Call No.: 721/.0447
  Descriptors:  Historic buildings-United States- Conservation and
restoration;  Architectural metal-work)-Conservation and restoration;
Architectural metal-work-Deterioration
⑤ ? logoff hold

      28mar86 16:58:48 User098187
   90.24     0.007 Hrs File66
      90.00  1 Types in Format 7
   90.00  1 Types
   90.07  Unirex
   90.31  Estimated cost this file
   90.40  Estimated total session cost   0.008 Hrs.
Logoff: level 7.10.10  16:58:48
```


BEST COPY AVAILABLE

PRACTICE SEARCH #2

TOPIC: Find articles on architecture in Galveston using two databases - America: History and Life, and ArtBibliographies Modern. Print the first five citations from each file and compare the types of articles that you find.

SEARCH STRATEGY WORKSHEET

Search Statement: ARCHITECTURE IN GALVESTON

Relevant Databases: AMERICA HISTORY AND LIFE, FILE 38 ARTBIBLIOGRAPHIES MODERN, FILE 56

Key Concepts

SYNONYMS				
	GALVESTON	ARCHITECTURE BUILDING?		

Publications Dates?

Languages?

Publications Types?

Number citations expected? 5-10

Format of citations? FORMAT 3 or 7

Online or Offline?

PRACTICE SEARCH #2

① BEGIN in File 38, America: History and Life.

② SELECT the terms using OR to combine synonyms and AND to combine concepts.

③ TYPE the three records in set 4 using Format 5, the full record.

```
      Set  Items  Description
      ---  -----  -----------
①
? b 38

      07apr86 15:41:51 User098187
    $0.15    0.008 Hrs File1
    $0.03  Stained
    $0.18  Estimated cost this file
    $0.18  Estimated total session cost   0.006 Hrs.

File  38:AMERICA: HISTORY & LIFE - 63-86/ISSUE 2
(Copr. ABC Clio Inc.)

      Set  Items  Description
      ---  -----  -----------
②
? ss galveston and (architectur? or building?)

      S1      86  GALVESTON
      S2    2113  ARCHITECTUR?
      S3    3337  BUILDING?
      S4       3  GALVESTON AND (ARCHITECTUR? OR BUILDING?)

③
? type 4/5/1-3

 4/5/1

 332940   18A-08794
   THE KANSAS AND NEOSHO VALLEY RAILROAD: KANSAS CITY'S DRIVE FOR THE GULF.
   Miner, H Craig
   J. of the West 1978 17(4): 75-85.
   Document Type: ARTICLE
   The Kansas & Neosho Valley Railroad (K&NV) was incorporated in March 1865
with the object of connecting Kansas City (Kansas) with Galveston (Texas)
and a Gulf harbor. With the backing of James F. Joy, president of the
Chicago, Burlington & Quincy, the K&NV obtained congressional approval for
a federal land grant. Joy delayed transferring needed funds for
construction, and owing to financial difficulties, the railroad built only
as far as the Kansas state line. Based on Kansas City records in Native
Sons Collection, Kansas City Public Library; documents of K&NV in St.
Louis-San Francisco Railway, Frisco Building, St. Louis, Missouri; James F.
Joy Papers, Detroit Public Library; 4 photos, 2 maps, 17 notes. (B. S.
Porter )
   Descriptors:  Railroads ; Kansas -(Kansas City) ; Land grants ; 1865-1869
; Kansas & Neosho Valley Railroad ; Joy, James F
   Historical Period: 1860S 1900H

 4/5/2

 308619   16A-06381
   GALVESTON.
   Reese, Ray  Reese, Ray.
   Am. Preservation 1977 1(1): 48-55.
   Document Type: ARTICLE
   Galveston, Texas, a prosperous seaport during 1840-1900, is a city of
distinguished and opulent Victorian architecture. One of its notable
neighborhoods is the East End which was allowed to deteriorate during
1910-60. Since 1960, the East End has been a focus of concern for
preservationists. The Galveston Historical Foundation succeeded in
establishing the East End Historical District in 1972. Led by a citizen's
governing panel, the East End Historical District Board, residents are
restoring homes and a new spirit of community pride is evident. With rising
prices and fashionability, have come disputes over aesthetics, increased
density, new construction, and the displacement of low-income residents
which the Board is working to resolve. 14 photos. (B. C. Stroe )
   Descriptors:  Texas -(Galveston)  ;  1972-1977  ;  Preservation ;
Architecture, Victorian ; Neighborhoods ; East End Historical District
   Historical Period: 1970S 1900H

 4/5/3

 136625   004-00638
   THE CUSTOM HOUSE, GALVESTON, TEXAS, 1857-1861. BY ANNI BURNHAM YOUNG.
   Hedehouse, Lawrence
   J. of the Soc. of Architectural Historians 1966 25(1): 44-47.
   An account of the building of the Galveston Custom House, including the
relations of the Treasury Department with the contractors. Documented,
illus. (D. McIntyre )
```


BEST COPY AVAILABLE

④ BEGIN in File 56, ArtBibliographies Modern.

⑤ SELECT the terms using OR to combine synonyms and AND to combine concepts.

⑥ TYPE the first five records in Set 4 using Format 5, the full records.

```
④ ? b 56

       07mar86 15:42:49 User0PE187
    $1.04     0.016 Hrs File56
              $0.00  3 Types in Format  5
    $0.00  3 Types
    $0.09  Dialnet
    $1.13  Estimated cost this file
    $1.31  Estimated total session cost   0.022 Hrs.

File  56:ART MODERN - 1974 THRU DEC 1985
(Copr. ABC Clio Inc.)

      Set  Items  Description
      ---  -----  -----------

⑤ ? se galveston and (architectur? or building?)

Processing
      S1       9  GALVESTON
      S2    86685  ARCHITECTUR?
      S3    43333  BUILDING?
      S4       7  GALVESTON AND (ARCHITECTUR? OR BUILDING?)
⑥ ? type 4/5/1-5

 4/5/1

150193
  OLD CRAFT WITH NEW CHIC
  ANDERSON, G.
  ARCHITECTURAL  RECORD  (U.S.A.),  VOL.  171 (SEPT. 1983 (I)), P. 144-5. 4
ILLUS. = PLAN.
  Document Type: JOURNAL ARTICLE
  TAFT  ARCHITECTS' RENOVATION OF THE SPRINGER BUILDING, GALVESTON, TEXAS,
DESCRIBED HERE, INVOLVED REPLACING ALL INTERIOR PARTITIONS AND CONNECTING
NEW APARTMENTS UPSTAIRS WITH A SKYLIGHTED CORRIDOR PARALLEL TO THE STREET
FACADE. THE ARCHITECTS MADE EXTENSIVE USE OF STENCIL IN THE INTERIOR. A
STENCILLED BORDER ON A POLISHED WOOD FLOOR CREATES A PROCESSIONAL WAY TO A
PAIR OF PLATS AT THE END OF THE CORRIDOR, THE APARTMENTS INSIDE CLEARLY
IDENTIFIED BY NUMBERED PATERAE ABOVE THE DOORS, AND SIMILAR STENCILS ON A
SMALLER SCALE MARK ENTRANCE VESTIBULES THAT FLANK PLANTED AND WINDOWED
ALCOVES.
  Descriptors: ARCHITECTURE (U.S.A.)

 4/5/2

146155
  TEXAS INTERIORS: AN OVERVIEW, PLUS ELEVEN WINNING DESIGNS
  FULLER, L. P.
  TEXAS  ARCHITECT  (U.S.A.),  VOL.  33, PT. 1 (JAN.-FEB. 1983), P. 36-49. 53
ILLUS.
  Document Type: JOURNAL ARTICLE
  A SURVEY OF VARIOUS ASPECTS OF INTERIOR DESIGN AS REFLECTED IN TEXAS
PROJECTS, INCLUDING THE PROFITABILITY OF INTERIOR ARCHITECTURE COMMISSIONS
VERSUS BASIC ARCHITECTURE, THE COMPREHENSIVE-SERVICES APPROACH, RESPONSE BY
THE FURNITURE INDUSTRY TO NEW TECHNOLOGIES, THE OPEN PLAN APPROACH, AND
GENERAL STYLISTIC TRENDS. FIRMS AND WINNING DESIGNS INCLUDE: GULF STATES
UTILITIES EXECUTIVE OFFICES, BEAUMONT, BY MORRIS/AUBRY ARCHITECTS; POLO
SHOP, DALLAS, BY SELZER ASSOCIATES; CONDOMINIUM IN GREENWAY PLAZA II,
HOUSTON, BY SOLOMON AND ROLFE; REPUBLIC BANK/ POST OAK, HOUSTON, BY
LOCKWOOD, ANDREWS AND NEWNAM; COCA-COLA TECHNICAL CENTER, ATLANTA, GEORGIA,
BY PIERCE GOODWIN ALEXANDER; STANDARD HEAT COMPANY RESEARCH AND MARKETING
FACILITY, FORT WORTH, BY PIERCE GOODWIN ALEXANDER; ARNOLD, WHITE AND DURKEE
LAW OFFICES, HOUSTON, BY GEHLER AND ASSOCIATES; ABLER AND PETTIETTE LAW
OFFICES, HOUSTON, BY CLOVIS HEINSATH ASSOCIATES; MENTLETRAP RESTAURANT,
GALVESTON, BY FORD, POWELL AND CARSON; HERITAGE CLUB, HOUSTON, BY LLOYD
JONES BREWER; GALADARI GALLERIA, DUBAI, U.A.E., BY 3D/INTERNATIONAL.
  Descriptors: INTERIOR DESIGN (U.S.A.); ARCHITECTURE (U.S.A.)

 4/5/3

144270
  ENERGY POTPOURRI: RECENT RESPONSES TO THE ISSUE OF ENERGY-CONSCIOUS
DESIGN
  TEXAS ARCHITECT (U.S.A.), VOL. 33, PT. 2 (MARCH-APRIL 1983), P. 34-48. 26
ILLUS. = PLANS.
  Document Type: JOURNAL ARTICLE
  DESCRIBES A VARIETY OF RECENT ARCHITECTURAL RESPONSES IN TEXAS TO THE
PROBLEM OF ENERGY CONSERVATION. THESE INCLUDE: (1) A HOUSE NEAR GALVESTON
BAY BY ENVIRONMENT ASSOCIATES, HOUSTON (2) THE CARBON FARMHOUSE, MCDADE, BY
MICHAEL  GARRISON,  AUSTIN;  (3)  THE STEVENSON RESIDENCE, PLANTERSVILLE, BY
RAYMOND  D.  REED,  COLLEGE STATION; (4) THE SOUZA RESIDENCE, FORT WORTH, BY
BOOTH AND ASSOCIATES, FORT WORTH; (5) LIESTMAN ELEMENTARY SCHOOL, ALIEF, BY
RMW  ARCHITECTS,  HOUSTON;  (6)  MEMORIAL  STATION POSTAL SERVICE FACILITY,
HOUSTON,  BY  CLOVIS  HEINSATH  ASSOCIATES,  FAYETTEVILLE;  (7)  SAN ANTONIO
INTERNATIONAL  AIRPORT,  BY  HEERY/MARMON MOK/SIMPSON, SAN ANTONIO; (8) WIND
GENERATORS BY JAY CARTER ENTERPRISES, BARKBURNETT; (9) BOOTHE HOUSE, PARKER
COUNTY,  BY  BOOTH  AND ASSOCIATES, FORT WORTH; (10) CHILD CARE CENTER, SAN
ANTONIO,  BY  O'NEILL  AND PEREZ, SAN ANTONIO; AND (11) HYPOTHETICAL OFFICE
BUILDING, BY CAUDILL ROWLETT SCOTT, HOUSTON.
  Descriptors: ARCHITECTURE (U.S.A.); GARRISON (MICHAEL)
```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⑦ LOGOFF HOLD to end the search.

```
4/3/4

100060
  ORNAMENTAL IRONWORK: AN ILLUSTRATED GUIDE TO ITS DESIGN, HISTORY, AND USE
IN AMERICAN ARCHITECTURE
  SOUTHWORTH, S.; SOUTHWORTH, M.
  BOSTON, MASSACHUSETTS: DAVID R. GODINE (1978), 208PP. 234 ILLUS.
  Document Type: BOOK
  THIS STUDY OF IRONWORK IN AMERICAN ARCHITECTURE COMBINES A SUMMARY OF THE
HISTORY OF ARCHITECTURAL IRONWORK ORNAMENTATION WITH A SURVEY OF THE DESIGN
OF IRONWORK AND ITS ROLE IN ARCHITECTURE AND THE URBAN LANDSCAPE.
SUCCESSIVE CHAPTERS COVER THE FOLLOWING ASPECTS OF THE CRAFT: IRONWORK IN
ARCHITECTURE FOR ORNAMENT, UTILITY, PRIVACY AND SECURITY; TECHNIQUES OF
IRONWORK IN CAST AND WROUGHT IRON; AN HISTORICAL SKETCH OF AMERICAN
IRONWORK IN TERMS OF STYLISTIC INFLUENCES, DESIGN MOTIFS, AND
IDENTIFICATION OF DATES AND MAKERS; REGIONAL IRONWORK IN NEW ORLEANS,
CHARLESTON, SAVANNAH, GALVESTON, PHILADELPHIA, BOSTON AND NEW YORK; 20TH
CENTURY AMERICAN ARTISTS WORKING IN IRON; A PORTFOLIO SHOWING IRONWORK USED
IN VARIOUS ARCHITECTURAL FEATURES; AND AN EXAMINATION OF THE VISUAL AND
PRACTICAL CONSIDERATIONS OF IRONWORK DESIGN. A PATTERNBOOK SHOWING A
SELECTION OF MOTIFS AND A DIRECTORY OF IRONWORKERS COMPLETE THE STUDY.
  Descriptors: ARCHITECTURE (ORNAMENTAL DETAILS); ARCHITECTURE (U.S.A.);
METALWORK; DESIGN (U.S.A.)

4/3/8

097647
  THE VENICE OF TEXAS: GALVESTON, I
  CONFORTH, J.
  COUNTRY LIFE (U.K.), NO. 4216, VOL. 163 (27 APRIL 1978), P. 1160-2. 8
ILLUS.
  Document Type: JOURNAL ARTICLE
  THE GALVESTON CITY COMPANY WAS ESTABLISHED IN 1839 AND THE ISLAND WAS
DIVIDED INTO BLOCKS ON A REGULAR GRID, ALTHOUGH THE EARLIEST SURVIVING
HOUSES DATE FROM 1838. BY 1850 THE COTTON TRADE WAS ESTABLISHED AND
GALVESTON WAS THE LARGEST CITY IN TEXAS, HANDLING 90 PER CENT OF THE
STATE'S BUSINESS. COMMERCIAL AND ARCHITECTURAL BOOMS OCCURRED AFTER THE
REGROWTH OF CONFIDENCE FOLLOWING THE CIVIL WAR, AND DURING THIS PERIOD
NICHOLAS CLAYTON DESIGNED SOME 200 BUILDINGS IN THE CITY. THE CONSTRUCTION
OF THE DEEP WATER SHIP CHANNEL TO HOUSTON, COMPLETED IN 1917, KILLED
GALVESTON AS TEXAS'S CHIEF PORT, BUT OVER THE LAST 20 YEARS IT HAS BEGUN TO
RECOVER.
  Descriptors: TOWN AND COUNTRY PLANNING (U.S.A.); ARCHITECTURE (U.S.A.);
CLAYTON (NICHOLAS)
⑦ ? logoff hold

      07apr86 15:48:03 User098187
    98.22      0.037 Hrs File86
           90.00  3 Types in Format  3
    90.00  3 Types
    90.22  Dialnet
    98.44  Estimated cost this file
    93.73  Estimated total session cost   0.037 Hrs.
Logoff: level 8.9.9  B  15:48:04
```


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PRACTICE SEARCH #3

TOPIC: Paul Venable Turner published an article on Frank Lloyd Wright and Le Corbusier in the Journal of the Society of Architectural Historians. Use Avery Online to find the date, page numbers, and title of the article.

SEARCH STRATEGY WORKSHEET

Search Statement: FIND THE FULL CITATION FOR AN ARTICLE WRITTEN BY PAUL VENABLE TURNER ON FRANK LLOYD WRIGHT IN THE JOURNAL OF THE SOCIETY OF ARCHITECTURAL HISTORIANS

Relevant Databases: AVERY INDEX

Key Concepts

SYNONYMS				
	pn Turner	sw Wright		

Publications Dates?

Languages?

Publications Types?

Number citations expected? 1

Format of citations? MUL

Online or Offline?

PRACTICE SEARCH #3

① Choose Avery with the CAL RLIN (AVE) command.

② System news is displayed.

③ FINd person's name (PN) Turner and subject word (SW) Wright.

④ Records are automatically printed because less than seven were found.

⑤ LOGOFF to end the search.

```
① (Command) CAL RLIN (AVE)
Welcome to RLIN Special Databases, UCH

② AVERY (A  Getty Trust Program) selected - the file has 29,270 records

TABLES SUBSYSTEM USERS:  ADDS and UPDates to the TABLES Subsystem done last
Friday, March 23 only, were lost during the data base restore this week and
will have to be re-entered.  We apologize for any inconvenience.  (3/27/86)

ILL NEWS:  Please observe that the Show Users List now indicates whether
an institution is a CLASS library or an RLG member, and whether RLG
members participate in the Shared Resources Program.  (3/27/86)

---- NJPG, LOC symbol NA (Princeton Art Library) will not be able
to fill requests until further notice, due to staffing difficulties . (3/26/86)

---- CGTT (Graduate Theological Union) anticipates suspension of ILL
activity due to roof renovation during the period of April 14th through May
2nd.  Updates will be provided.  (3/6/86)

Current Tape Loads:  MARC BKS 2/25/86 through 3/03/86

RLIN SERVICE HOURS:
  Public Service (Search)      Sam-Mon PT  Mon - Fri.
  Special Data Bases (Input)   Sam-Mon PT  Mon - Fri.
  Technical Services (Input)   Sam-Mon PT  Mon - Fri.
③ :? FIN PN TURNER AND SW WRIGHT

FIN PN TURNER AND SW WRIGHT - 2 records

④ 1) FRANK LLOYD WRIGHT AND THE YOUNG LE CORBUSIER: AN ADDENDUM / "Society of
     Architectural Historians, Journal" 1984 Dec.          (NYCA85-V44283) AC A4252

   2) FRANK LLOYD WRIGHT'S OTHER LARKIN BUILDING, "Society of Architectural
     Historians, Journal" 1980 Dec.                        (NYCA81-V8255a9) AC A4252
⑤ :? LOGOFF

Goodbye, UCH
00:01:08 elapsed time                 181 disk I/O's
0.95 CPU seconds                      21 terminal I/O's
End of session.
```


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PRACTICE SEARCH #4

TOPIC: Use Avery Online to find articles on the De Menil Museum by Renzo Piano.

SEARCH STRATEGY WORKSHEET

Search Statement: FIND ARTICLES ON THE DE MENIL MUSEUM BY RENZO PIANO

Relevant Databases: AVERY INDEX

Key Concepts

SYNONYMS				
	SW MENIL	SW PIANO		

Publications Dates?

Languages?

Publications Types?

Number citations expected? 10

Format of citations? Mul

(Online) or Offline?

PRACTICE SEARCH #4

① Choose Avery with the CAL RLIN (AVE) command.

② System news is displayed.

③ FINd subject words (SW) Menil and Piano.

④ Records are automatically printed because less than seven were found.

⑤ LOGOFF to end the search.

```
① Command: CAL RLIN (AVE)
Welcome to RLIN Special Databases. UCH

② AVERY (A  Betty Irvine Program) selected - the file has 29,270 records

TABLES SUBSYSTEM USERS:  ADDS and UPDates to the TABLES Subsystem done last
Friday, March 23 only, were lost during the data base restore this week and
will have to be reentered.  We apologize for any inconvenience.  (3/27/8b)

ILL NEWS:  Please observe that the Show Users List now indicates whether
an institution is a CLASS library or an RLG member, and whether RLG
members participate in the Shared Resources Program.  (3/27/8b)

--- NJPB, LOC symbol NA (Princeton Art Library) will not be able
to fill requests until further notice, due to staffing difficulties .  (3/8a/8b)

--- CSTT (Graduate Theological Union) anticipates suspension of ILL
activity due to roof renovation during the period of April 14th through May
2nd.  Updates will be provided.  (3/4/8b)

Current Tape Loads:  MARC BKS 2/83/8a through 3/03/8a

RLIN SERVICE HOURS:
  Public Services (Search)      5am-9pm PT  Mon - Fri.
  Special Data Bases (Input)    5am-9pm PT  Mon - Fri.
  Technical Services (Input)    5am-4pm PT  Mon - Fri.
③ i=? FIN SW MENIL AND SW PIANO

FIN SW MENIL AND SW PIANO - 6 records

④ 1) GRATUITE ET RIGUEUR CONSTRUCTIVES: ENTRETIEN AVEC RENZO PIANO [INTERVIEW] /
     "Techniques et architecture" 1982 Oct.-Nov.          [NYCABa-V1440] AB T22a

  2) BUILDING IN A CONTEXT. "Centre" 1985.                [NYCABb-V1497?] AB C32

  3) RENZO PIANO: ARCHITECTURE ET TECHNOLOGIE. "Architecture d'aujourd'hui" 1982
     Feb.                                                 [NYCABb-V1180?] AB Ar*T3

  4) A RELATIONSHIP WITH NATURE / "UIA international architect" 198-.
                                                          [NYCABb-V2938] AB Un372

  5) THE MENIL COLLECTION, RENZO PIANO'S MENIL COLLECTION BUILDING: "Arts &
     architecture" 198-.                                  [NYCABa-V582] AB Ar*A5

  6) PIANO DEMONSTRATION IN TEXAS / "Progressive architecture" 1982 Sept.
                                                          [NYCABa-V5703] AB P372
⑤ i=? LOGOFF

Goodbye, UCH
00:01:19 elapsed time                 191 disk I/O's
0.99 CPU seconds                      25 terminal I/O's
End of session.
```


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PRACTICE SEARCH #5

TOPIC: Use Avery Online to find articles written on architecture in Galveston. (Hint: Don't use the subject word "architecture," since the entire database deals with architecture.) Compare the citations with those you found in Sample Search #2.

SEARCH STRATEGY WORKSHEET

Search Statement: FIND ARTICLES ON ARCHITECTURE IN GALVESTON

Relevant Databases: AVERY INDEX

Key Concepts

SYNONYMS			
SW GALVESTON TW GALVESTON			

Publications Dates?

Languages?

Publications Types?

Number citations expected?

Format of citations? MUL

Online or Offline?

PRACTICE SEARCH #5

① Choose Avery with the CAL RLIN (AVE) command.

② System news is displayed.

③ FINd Galveston as a subject word (SW) or a title word (TW).

④ Use the MUL command to display the first seven records.

⑤ LOGOFF to end the search.

```
① Command: cal rlin (ave)

Welcome to RLIN Special Databases, UCH

② AVERY (A  Getty Trust Program) selected - the file has 89,737 records

ILL NEWS: The ILL statistics for March are now available. (4/2/86)

--- Please observe that the Show Users List now indicates whether an
institution is a CLASS library or an RLG member, and whether RLG members
participate in the Shared Resources Program.  (3/27/86)

--- NJPG, LOC symbol QA (Princeton Art Library) will not be able to fill
requests until further notice, due to staffing difficulties .  (3/26/86)

--- CSTT (Graduate Theological Union) anticipates suspension of ILL
activity due to roof renovation during the period of April 14th through May
2nd.  Updates will be provided.  (3/6/86)

Current Tape Loads:  MARC BKS 2/85/86 through 3/17/86
                     MARC SER 1/30/86 through 2/26/86
                     RLIN  BKS ------- through 6/01/85

③ >>? fin sw galveston or tw galveston

FIN SW GALVESTON OR TW GALVESTON - 13 records

④ >RLG? mul

Results: 13 records

1) MITCHELL BRINGS BACK GALVESTON'S FESTIVAL ARCHES. "Texas architect" 1986
   Jan.-Feb.                                          [NYCABS-V11110] AB T2**

2) SEALY AVENUE: THE RESTORED VICTORIAN STREET OF GALVESTON'S EAST END
   HISTORICAL DISTRICT / "House & garden" 1985 June.  [NYCABS-V6874] AB *81

3) IMPORTING THE KUNA TO THE COASTAL MARSHES / "Texas architect" 1985 Mar.-Apr.
                                                      [NYCABS-V5337] AB T2**

4) GALVESTON: VICTORIAN CAPITAL OF THE SOUTHWEST / "Victorian homes" 1985
   Spring.                                            [NYCABS-V5028] AB Vic

5) GRACEFUL LIVING ON THE GULF: "Victorian homes" 1985 Spring.
                                                      [NYCABS-V5057] AB Vic

6) URBAN DESIGN ISSUES / "Urban design international" 1981 July-Aug.
                                                      [NYCABS-V2*1a] AB Urb*

7) GALVESTON--AN ISLAND OF ISLANDS / "Urban design international" 1981
   July-Aug.                                          [NYCABS-V2*1b] AB Urb*
⑤ >>? logoff

Goodbye, UCH
00:08:38 elapsed time              804 disk I/O's
1.17 CPU seconds                   34 terminal I/O's
End of session.
```


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WELCOME TO
ARCHITECTURE RESEARCH ONLINE

You have received this packet because you expressed an interest in the Architecture Research Online pilot project. Participants in the pilot project will be able to use a microcomputer located in the Architecture and Art Library to do their own online searching of indexes to the journal literature.

Please complete and return the attached form by May 9th indicating whether or not you will be participating in the project. Please return the packet with the form if you will not be participating.

This packet is designed to be a self-paced introduction to online searching. Follow-up seminars will be scheduled later in May. At these seminars, the Architecture and Art Librarian will answer your questions and offer tips on more effective searching.

This packet includes:

- Welcome to Architecture Research Online
- Architecture and Art Research Online Procedures
- Architecture Research Online: A Guide for Faculty
- Search Strategy Worksheets
- Evaluation Questionnaire
- Dialog Command Summary
- Avery Online Command Summary
- Interlibrary Loan Guide
- Staffed Faculty Photocopy Service Guide

We suggest the following steps as the most efficient way to use this packet.

1. Complete and return the attached form indicating that you will be participating in the project.
2. Review the Architecture and Art Research Online Procedures.
3. Read the self-paced workbook entitled Architecture Research Online: A Guide for Faculty and work through the sample search in Chapter 5.
4. Try the practice searches in Chapter 7.

5. Complete and return the Evaluation Questionnaire.

6. Attend a follow-up seminar. The schedule and a sign-up sheet will be posted in the Architecture and Art Library.

Please call the Architecture and Art Librarian, Margaret Culbertson (x7271), if you have any questions about the project or have problems as you are learning to search. In addition, Margaret is usually in the Architecture and Art Library Monday through Friday from 9 a.m. until 11 a.m.

ARCHITECTURE RESEARCH ONLINE

Please fill out this form and return it to Margaret Culbertson, Lib - L. (The form is pre-addressed; just fold it and put it in intercampus mail.) Thank you.

_____ YES. I will be participating in the Architecture Research Online pilot project.

_____ NO. I will not be participating in the Architecture Research Online pilot project. I am returning the packet with this form.

If not, we would be interested in knowing why not:

NAME: _____

DEPT: _____

PHONE: _____

Please return this form by May 9th.

Thank you.

PROCEDURES

ARCHITECTURE AND ART RESEARCH ONLINE

1. HOURS OF OPERATION

The computer in the Architecture and Art Library is generally available for online searching from 8:30 a.m. to 5:30 p.m. on Monday through Thursday, and 8:30 to 4:30 on Friday. Project participants may reserve the computer by signing up on the calendar at the Checkout Desk. Also, you may call x7551 to reserve the computer.

2. LOG BOOK

All searches must be recorded in the log book located near the computer. A completed sample log sheet is attached. The time and cost information is necessary for our accounting records. Your answers in the evaluation section will be used in the evaluation of the pilot project.

3. OFFLINE PRINTS

If you order offline prints from Dialog, they will be received by the Library and sent to you through interoffice mail. Be sure to record the print transaction number on the log sheet.

```
? pr 16/7

P116! PRINT 16/7 (items 1-13) est. cost of $1.82
? logoff
```

4. PRACTICE SUBSIDY

Each project participant is allowed a practice subsidy of $162.50. This will give each person approximately 2 1/2 hours of practice time. Each person is responsible for not exceeding the $162.50 of subsidized searching. The free practice time must be used before July 1, 1986.

5. PAYMENT FOR SEARCHES

After using the $162.50 practice subsidy or after July 1, whichever comes first, searchers will be responsible for paying for all search costs incurred. Payment may be made by check or IDT. Cash will not be accepted. Deposit accounts may be set up for individuals or groups. All search costs and payment information must be recorded in the log book. Payment should be given to Margaret Culbertson or Lynn Sterba.

6. DOCUMENTATION

The thesauri and other documentation necessary for online searching are kept in the Architecture and Art Library. They can be used only in the Library.

7. ASSISTANCE

Please check with Margaret Culbertson or Lynn Sterba if you need assistance in planning or executing your search.

HOW TO COMPLETE THE LOG SHEET

DIALOG LOGOFF MESSAGE

```
? logoff hold

        07apr86 15:45:03 User092187
    $2.22    0.037 Hrs File56
           $0.00  5 Types in Format  5
    $0.00  5 Types
    $0.22  Dialnet
    $2.44  Estimated cost this file
    $3.75  Estimated total session cost    0.059 Hrs.
Logoff: level 8.9.9  B  15:45:06
```

AVERY ONLINE LOGOFF MESSAGE

```
:+? logoff

Goodbye, UOH
00:02:32 elapsed time                  204 disk I/O's
1.17 CPU seconds                       34 terminal I/O's
End of session.
```

ACCOUNTING PORTION OF LOG SHEET

ARCHITECTURE & ART ONLINE LOGSHEET

DATE 4/28/86 NAME Janet Jones

DEPT Architecture PHONE x 6262

Please check the Online Service(s) used and record the time and cost information from the logoff messages.

DIALOG ✓	AVERY ✓
LOGOFF TIME 15:45:03	ELAPSED TIME 2:32
TOTAL SESSION COSTS 3.75	CHARGE RATE = .92 per min.
DATABASES SEARCHED:	COST = TIME x RATE
38 America History & Life	2.76 = 3 x .92
56 Art Bibliographies Modern	(Round time up to the next minute for calculation of cost)
OFFLINE PRINT TRANSACTION NUMBER	

METHOD OF PAYMENT (give payment to Lynn Sterba or Jackie Griffin)

✓ Deposit Acct: Name account is under? Jones

_____ IDT: IDT number? _____

_____ CHECK: Make your check payable to the University of Houston

_____ Training Subsidy: Not to exceed $162.50 per person

****

ALSO FILL OUT THE EVALUATION PORTION OF THE LOG SHEET.

STAFFED FACULTY PHOTOCOPY SERVICE

The Staffed Faculty Photocopy Service is a copying service offered by the Interlibrary Loan (ILL) and Copy Center units of the M. D. Anderson Library, University of Houston-University Park Libraries. It enables the faculty of the University of Houston System Campuses to obtain photocopies of articles in journals, brief articles in reference works, chapters from books, or sections from microforms that are owned by the University of Houston-University Park Libraries.

WHO IS ELIGIBLE?

All faculty (including visiting faculty, lecturers, etc.) currently employed by the University of Houston System Campuses (University Park, Downtown, Clear Lake, or Victoria) are eligible for the Staffed Photocopy Service.

HOW DO I USE THIS SERVICE?

You may use any one of three procedures for requesting photocopies from the University of Houston-University Park Library:

1) Send or bring to the Interlibrary Loan office, 1st floor West/Red Wing, a Photocopy Request Form containing a bibliographic description of the item to be copied.

2) Deliver the item to be copied to the Copy Center, basement West/Red Wing or, in the case of microforms, to the Media Center, 1st floor East/Blue Wing.

3) Telephone the Interlibrary Loan office between 9:00 a.m. and 4:00 p.m. at 749-4247 and provide a bibliographic description of the item to be copied. (Limit four per/call)

WHERE DO I OBTAIN A PHOTOCOPY REQUEST FORM?

Photocopy Request Forms may be obtained from either the Interlibrary Loan office or the Copy Center. You may also call 749-4247 and ask the ILL office to mail the forms to your office.

WHAT INFORMATION DO I NEED TO COMPLETE A PHOTOCOPY REQUEST FORM?

You will need a bibliographic description of the item to be copied. The following items comprise a bibliographic description:

- -Author of book/chapter/article
- -Complete book/journal title
- -Title of article/chapter
- -Volume and issue number
- -Date of publication
- -Pages to be copied

Along with the bibliographic description you will need to provide your name, department, campus mailing address, telephone number, and method of payment plus budget number for all Interdepartmental Transfer (IDT) payments.

HOW MUCH DOES THIS SERVICE COST?

The photocopy charges will be the normal rates currently offered by the Library's Copy Center; $.10 per page. There is an additional $.50 charge for each item requested by telephone.

HOW DO I PAY FOR THIS SERVICE?

There are two ways in which your payment may be made:

1) Cash or check
2) Interdepartmental Transfer of funds (IDT)
   a. Deposit account for department or grant
   b. Single (IDT) for individual transaction

All telephone and mailed requests must be paid by IDT, and the IDT must be established before copies are requested.

ARE THERE ANY RESTRICTIONS?

The only major restriction that must be followed is the Library's obligation to comply with the Federal Copyright Law (Title 17, U. S. Code). Copying will thus be limited to one article per journal volume or one chapter per book. Thus the Library reserves the right to refuse to accept a copying order if, in its judgement, fulfillment of the order would involve violation of the copyright law.

The library also reserves the right to cancel those requests that fail to supply the information needed to process the request, e.g., no budget number for IDT's, no journal title, etc.

FOR FURTHER INFORMATION CONTACT THE INTERLIBRARY LOAN OFFICE AT 749-4247.

University Libraries
Central Campus

Library Guide

INTERLIBRARY LOAN

Do you need a book or journal article that the Library does not own? If you do, the Library's Interlibrary Loan service can probably get it for you. Interlibrary Loan borrows materials from other libraries for our students, faculty, and staff to use.

WHAT MAY BE BORROWED?

Anything not owned by the UH Library may be borrowed if it is owned by another library that will agree to lend it. However, it is often impossible to borrow rare books, dissertations from another university, and basic reference books. Many libraries also will not lend books that are currently "in print" and available for purchase from the publisher.

WHO MAY USE THE SERVICE?

Any current faculty or staff member or student currently enrolled at the University Park Campus may use Interlibrary Loan. Students, faculty, and staff from other UH campuses or other universities should contact the Interlibrary Loan office at their campuses. The Houston Public Library provides this service for the non-university public.

WHAT MUST I KNOW TO REQUEST SOMETHING?

You must have the basic bibliographic information about the book or journal article you want. For books this means the author and title; it is often helpful also to know the publisher's name, city of publication, and date. To request a journal article you must know the journal name, volume number, page numbers, and date, as well as the title of the article and the author's name.

If you do not supply the above information when requesting materials, your request will be delayed while the staff searches for that information, or we may find that it is impossible to supply the desired item. Journal titles that are given to us only as abbreviations will also result in delays or unfilled requests. Complete information is essential for efficient service. If you have questions about the information that should be included on your request, the staff at the Reference/Information Desk on the 1st Floor West (Red Wing) will assist you.

HOW LONG DOES IT TAKE?

Borrowing an item from another library can take anywhere from a week to several months, depending upon which library lends it to us. You should anticipate a delay of a few weeks and plan ahead for this when beginning your research.

If you need a book that is owned by a local university library, you can save time by picking up the book yourself. This can be done if the book is at Rice University, Texas Southern University, Houston Baptist University, the University of St. Thomas, or the Houston Academy of Medicine-Texas Medical Center (Jesse Jones) Library. When placing your request (see below), mention that you wish to pick up the item yourself and you will be given a special form that allows you to do this.

HOW LONG MAY I KEEP MATERIALS?

The lending period for books varies because it is set by the library from which we borrow each item. Photocopies of journal articles are supplied rather than the actual journal, and the copies are yours to keep.

WHAT DOES IT COST?

Nothing, normally. A charge will be made, however, if you require a photocopy of an excessively long journal article.

WHERE DO I REQUEST MATERIALS?

Request materials at the Interlibrary Loan Office, 1st Floor West (Red Wing). The office is open 8 a.m. - 5 p.m. Monday through Friday. During evenings and weekends you may place requests at the 1st Floor Reference/Information Desk during its hours of operation. Requests may also be placed at branch libraries on campus.

HOW WILL I KNOW WHEN THE MATERIALS ARE AVAILABLE?

Interlibrary Loan staff will telphone you when the material you request is ready to be picked up. You must pick up the materials at the Interlibrary Loan office. (Exception: If you are to receive photocopies and have a campus mailing address, the photocopies will be sent to you without notification.) Books that are borrowed must be returned to the Interlibrary Loan office when they are due.

IS THERE ANY OTHER WAY TO BORROW FROM NEARBY LIBRARIES?

If you are a faculty member or a graduate student working on your dissertation (ABD), you qualify for a borrower's card from the Houston Area Research Libraries Consortium (HARLiC). A HARLiC Card entitles you to borrow from Houston Public Library and the libraries of Rice University, Texas Southern University, Houston Academy of Medicine-Texas Medical Center (Jesse Jones Library), Texas A & M University, and the University of Texas Medical Branch at Galveston.

When you use your HARLiC Card, you deal directly with the library from which you are borrowing rather than going through the Interlibrary Loan service. Thus you are responsible for returning the materials to the lending library yourself. You may apply for a HARLiC Card at the Circulation Desk, 1st Floor West (Red Wing) of the Library.

HOW CAN I GET MORE INFORMATION?

Visit the Interlibrary Loan office, or call 749-4246.

Bill Jackson/revised August 1983
University of Houston-University Park

SEARCH STRATEGY WORKSHEET

Search Statement _____

Relevant Databases _____

Key Concepts

SYNONYMS				

Publications Dates?

Languages?

Publications Types?

Number citations expected?

Format of citations?

Online or Offline?

DIALOG COMMAND SUMMARY

BASIC COMMANDS

Command	Example	Function
BEGIN	begin 10 b 49	**BEGIN** connects you to the database in which you want to search. Enter the file number after the command. **BEGIN** may be used at any time to change databases; however, it also erase all your previous sets.
SELECT	select france s computer ss wine? or drink ss s4 not champ?	**SELECT** retrieves records containing search term or terms you indicate and stores them in sets. Each set is assigned an S#. A set may be used in later **SELECT**s by indicating its S#. The abbreviation **SS** rather than **S** will produce a separate set for each search term **SELECT**ed.
TYPE	type 7/6/2-3 t 8/5/1,3,7	**TYPE** requests that your results be displayed immediately. it is followed by a set number, a format number, and the group of records you wish to view.
PRINT	print 7/5/1-31 pr 12/7/1-64	**PRINT** requests that results be printed offline and mailed to you. Specify set/format/records desired.
LOGOFF HOLD	logoff hold	**LOGOFF HOLD** will disconnect you from DIALOG, but will have the system hold your most recent search for a minimum of ten minutes, so you can RECONNECT to the search by logging on again. It produces an estimate of the cost of your search session since logging on.

LOGICAL CONNECTORS

OR - puts the retrieval of all the search items into one set, eliminating duplicate records.

AND - retrieves the intersection, or overlap, of the search terms: all terms must be in each record retrieved.

NOT - eliminates one search term (or group of search terms) from other search term(s).

POSITIONAL CONNECTORS

Connector	Example	Function
(W) **(nW)**	plant(W)production production(1W)plant?	Terms must be adjacent to each other and in the order specified. A number in front of the W indicates maximum number of possible intervening words.
(N) **(nN)**	ronald(N)reagan	Terms must be adjacent to each other and in either order. A number in front of the N indicates the maximum number of possible intervening words.
(F)	economic(F)recovery	Terms must be in the same field of the same record, in any order.

SUPPLEMENTARY COMMANDS

Command	Example	Function
EXPAND	expand iron e au=bronte	**EXPAND** displays the word list, or index, of the database. the entries in the list which displays may be **SELECT**ed by their E numbers
PAGE	page p	**PAGE** requests the following page or screen of an **EXPAND**
LIMIT	limit5/maj l8/eng	**LIMIT** restricts a set by some criteria defined **by the database**, most frequently English language, or time period. Its use varies in each database.
PRINT-	print- p078 pr- p146	**PRINT-** cancels the print command whose **PRINT** transaction number you enter. **PRINT** transaction numbers are assigned by the computer at the time that the **PRINT** request is made.
COST	cost	**COST** produces a display of the estimated cost of your search session since logging on.
D SETS	display sets ds	**DISPLAY SETS** lists all the sets formed since the last **BEGIN** command.

AVERY ONLINE COMMAND SUMMARY

LOGGING ON

SYSTEM	SEARCHER	
enter class	05	The computer is programmed to give this response, but, if the timing is off you may have to re-enter the "05".
Account?	y6.C60	
Password?	*******	Type in your password.
Command>	cal rlin (ave)	

COMMANDS

Commands	Example	Function
FINd	FIN SW LEDOUX FIN TW WOOD# OR TW FRAME	the FINd command retrieves the records containing the search terms in the indexes indicated.
	FIN TW WOOD# OR SW WOOD# AND SW CHURCH#	FINd commands can be modified by continuing the search statement at the next system prompt.
MUL	MUL	Displays the first seven records in a brief bibliographic format. If less than seven records are retrieved in response to a FINd command, they will be automatically displayed in the MUL format.
LON	LON LON 4	Displays a record in a long, card-like format. If no record number is specified, the first record is displayed.
+	+	Displays the next group of records in the MUL format or the next record in the LON format.
LOGOFF	LOGOFF	Disconnects you from Avery Online.

SEARCHABLE INDEXES

Index Name	Description
PN	personal name
PE	personal name exact
CP	corporate name phrase
CW	corporate name word
TP	title phrase
TW	title word
JP	journal title phrase
SP	subject phrase
SW	subject word

LOGICAL CONNECTORS

OR - puts the retrieval of all the search items into one set, eliminating duplicate records.

AND - retrieves the intersection, or overlap, of the search terms: all terms must be in each record retrieved.

NOT - eliminates one search term (or group of search terms) from other search term(s).

EVALUATION

When you have completed the Architecture Research Online training manual please answer the following questions by circling the appropriate number on the scale. Return the questionnaire to the Library through intercampus mail by folding. (Return address is printed on back of p. 2.)

1. Did the training manual clearly present the material?

Very Clear		Clear		Not Clear
1	2	3	4	5

2. Were the instructions in the self-paced manual clear?

Very Clear		Clear		Not Clear
1	2	3	4	5

3. Were you comfortable with this method of instruction?

Very Comfortable		Comfortable		Uncomfortable
1	2	3	4	5

4. Was this method of instruction compatible with your learning style?

Very Compatible		Compatible		Incompatible
1	2	3	4	5

5. Do you feel comfortable doing your own online research?

Very Comfortable		Comfortable		Uncomfortable
1	2	3	4	5

6. Do you have an improved understanding of microcomputers and their applications?

Improved		Slightly Improved		Not Improved
1	2	3	4	5

7. How confident do you feel in determining when to search online instead of searching the printed indexes?

Very Confident		Confident		Not Confident
1	2	3	4	5

8. Do you feel these training materials have improved your ability to articulate your research needs to a librarian?

Greatly Improved		Improved		Not Improved
1	2	3	4	5

9. To what extent did these training materials broaden your awareness of available services and resources within the library?

Greatly Increased		Increased		Not Increased
1	2	3	4	5

10. Are you interested in advanced training in search strategy development?

Very interested		Interested		Uninterested
1	2	3	4	5

11. Are you interested in advanced training in specific databases?

Very Interested		Interested		Uninterested
1	2	3	4	5

12. Are you interested in advanced training in system commands?

Very Interested		Interested		Uninterested
1	2	3	4	5

13. Are you interested in advanced training in microcomputer applications?

Very Interested		Interested		Uninterested
1	2	3	4	5

14. How long did it take you to complete the training materials?

1-2 Hours	2-3 Hours	3-4 Hours	4-5 Hours	5 Hrs. or more
1	2	3	4	5

Comments:

Thank you.